

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 12 SEP 08**

I. UFC ISSUES:

A. The CFO/Civil Reports Division participated in multiple conference calls with PricewaterhouseCoopers auditors (PwC) regarding audit acceleration as well as weekly status meetings. We reconciled and provided information regarding the prior year ending to the current year beginning general ledger balances. We also provided the July and August 2008 general ledger balances to PwC for them to validate the subsidiary universe they received from UFC Huntsville.

B. The Cash and Military Reports Division responded to a DoDIG audit request regarding Transactions For Others (TFO) for the Defense Threat Reduction Agency. Documentation was requested for a total of 62 disbursements made against 97 07/08 0400 appropriation on the U4 District. We provided all requested documentation, to include SF1034s and copies of the check register, to DoDIG within two days of receiving the request.

C. DoDIG auditors visited the UFC to review processes for Foreign Military Sales (FMS) transactions for Afghanistan. Multiple divisions in the UFC worked together to provide invoices, receiving reports, payment documents and other support for over 700 transactions. The data was retrieved from CEFMS, WEB DMS (Imaging) and upon request from the districts.

D. The UFC is working with HQUSACE Contracting on the upcoming implementation of Wide Area Work Flow and its impact on the supported activities and vendors.

E. The Accounts Receivable/Debt Management Division is working with the supported activities to ensure customer orders are billed where the source funding is a cancelling appropriation. All billings with cancelling appropriations, in either the source or financing funding, were to be billed by 31 Aug 08. There are a few Activities that still have unbilled costs with cancelling appropriations.

F. The Disbursing Division staff continues to encounter problems with activities not using the Commercial and Government Entity (CAGE) code data from the Central Contractor Registry (CCR) or using incorrect information. Common errors encountered include invalid taxpayer identification numbers, incorrect company names, no CCR registration or the wrong CAGE code used. This incorrect data increases our risk of making improper or erroneous payments with increased potential loss of funds due to inaccurate information. The Debt Collection Improvement Act (DCIA) and the Federal Acquisition Regulation (FAR) require all vendors doing business with the Federal government to be registered in CCR and to be paid electronically.

G. The Travel Division is processing PCS vouchers received on 26 Aug 08.

H. With the seasonal increase in movement of personnel, the Travel Division is processing a larger than normal volume of PCS orders. Many of our travelers are calling for information on the status of their voucher. Travelers can verify the UFC receipt of their PCS settlement vouchers on line at: https://ufc33-5.ufc.usace.army.mil/survey/list_q.html

I. The Finance Center Equal Employment Opportunity Office hosted training on the Business Objective Web Intelligence (BOA XI) System for 23 USACE EEO professionals on 19-22 Aug 08. This training was instrumental in establishing a uniform reporting system for all USACE EEO Offices. In addition, the training provided a network of knowledgeable skilled professionals to assist new users within the EEO community. Training was conducted by Mr. Alphonso Carter from the USACE EEO Headquarters National Office. The training improved USACE-wide EEO reporting system by identifying barriers and limiting triggers in the promotion of Equal Employment Opportunity Commission model EEO practices.

II. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

LOCATION	ONBOARD
MILLINGTON:	226
HUNTSVILLE:	23
USACE HQ:	1
TOTAL:	250

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH 1-9 Sep 08	YEAR TO DATE 1-Oct 07 - 9 Sep 08
CHECKS:		
CHECKS ISSUED	2,132	72,419
PERCENT OF TOTAL	4%	6%
DOLLAR AMOUNT	\$14,715,398	\$888,737,324
EFT:		
TRANSFERS MADE	26,820	654,521
PERCENT OF TOTAL	96%	94%
DOLLAR AMOUNT	\$1,153,521,331	\$25,550,121,069

*percentages adjusted for utility checks which do not have to participate in EFT

III. CEFMS:

A. We are continuing with our efforts to prepare for fiscal year-end closing of CEFMS databases and are testing year-end reports.

B. We made a change to allow the pay period ending 11 Oct 08 to be opened before the payroll file for the pay period ending 27 Sep 08 has been transmitted. This change will only apply at year-end and was done to assist with meeting year-end deadlines.

C. We submitted the FY 2010 CEFMS OMB 300 report. According to HQUSACE (CECI), CEFMS was the first completed and submitted for USACE.

D. We corrected an employee's phone number on all of CEFMS databases. This individual is a POC for Intra-Governmental Payment and Collection (IPAC) Billings and their contact number appears on all of the IPAC Billings going to other agencies.

E. We modified the Travel Advice Notification (stub) Program to direct travelers to the correct CEFMS screens to see detailed data for their various travel settlements.

F. We modified the IPAC Report to allow the user the option to run the report by accounting period or by billed date/time. There were numerous billing and cost variances this month due to automated processing jobs running at the same time the billing programs were running.

G. We corrected a problem so that activities could manually run the Multi-Purpose Power Interest Report which calculates and posts interest during construction.

H. In response to a PwC audit request, we provided HQUSACE with Fiscal Year 2008 general and administrative rates, along with indirect rates, for all USACE activities as of 14 Aug 08. This data was provided in Excel format along with a summary explaining the data fields.

I. Previously, when multiple obligations were linked to the same S&A purchase request, CEFMS would only update the first S&A obligation number when cost transfer transactions were processed. We corrected this problem and the system will now update the correct S&A obligation when multiple obligations are linked to one PR&C number.

J. We added a new CEFMS table, EPA_CARRYOVER, which will allow the EPA distribution process to include costs carried over from previous fiscal years.

K. We corrected a problem where the GOCO process would only update the performing appropriation data for the first line item of the purchase request. Performing appropriation data is now transmitted for all government order line items.

L. Our Windows-based disbursing programs are still unable to use a server port that is necessary for sending Travel Advice Notices to travelers. An ACE-IT Trouble Ticket has been opened. This problem surfaced after the PC Refresh.

M. We modified the Cancel Travel Order List screen so records are not automatically queried when users first enter that screen. This process was too time-consuming at activities where hundreds of orders were available for cancellation. When entering the list screen, users are

automatically in query mode. They may enter a full or partial with wildcard (%) travel order number, traveler id number or traveler last name to query. If users want all records to be retrieved, they can press F3 or Execute. There is no restriction on cancelling a travel order for an inactive employee.

N. We modified the Unfiled Travel Voucher report to NOT include travelers who are foreign nationals. In addition, we modified the process that selects travelers to receive the 'unfiled voucher' email to not include foreign nationals.

O. We corrected the Travel Advance Create/Update screen so that the F4/List on the 'Travel Order No' field works correctly. The Finance Center was receiving an Oracle error when they used the list screen in lieu of querying a specific travel order number.

P. We continue to work with CITIBANK on the conversion of travel credit cards from Bank of America to CITIBANK. After discussing with CEFMS commitment experts, we changed the CEFMS Employee Credit Card form to allow entry of Citibank (CB) card numbers. We also changed the manual credit card certification application to query CB cards. We plan to create a table that will hold entire the file from Citibank. Then we will create a process for each USACE activity that will load card for that activity's employees into the travel_credit_card table. No user will have access to this table. This process will negate the necessity for USACE activities to load the new CITIBANK card account numbers manually by 29 Nov.

Q. We added edits to the personnel interface function as well as the employee screen so that a pop-up screen appears if a new record is created for an employee who has the same name as an employee already existing in the Corps-wide employee table. The screen will display the new social security number as well as the one for the existing employee record so that the Customer Service Representative has a chance to verify which one is correct. This was done to decrease the number of duplicate employee identification numbers for the same employee.

IV. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	706	704
Priority #1 Problems	101	88

We received 189 new problem reports and completed 187 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	53	54
One	4	2
Two	0	1
Three	0	2
Four	1	0
Nine	1	0